

BENJAMIN O.DAVIS JR. CONFERENCE CENTER (DCC)
MACDILL AIR FORCE BASE, FL 33621
Comm 813-828-9280/DSN 968-9280
FAX 813-828-7061/DSN 968-7061

This Pre-Conference Contract explains common requirements and responsibilities of both the Conference Project Officer (PO) and the Davis Conference Center. PO's or Conference Hosts are responsible for briefing all conferees and support personnel to ensure compliance with DCC policies.

The following information is provided to assist you. It will acquaint you with the services and policies of the Conference Center and your responsibilities as a Project Officer.

CONFERENCE TITLE: Name of Event:
Dates:
Room Name:
(Room Access to DV Conference Room & Suites, based on Protocol)

Confirmation of meeting space. Final room assignments will be determined based on all facility requirements. Room assignments are organized by the DCC Concierge. Please reference the MacDill Instructions 90-200 for Operation Instructions for the DCC. Please note that section 1.4 details reservation conflict resolution for priority rating requests. A higher priority event can cause cancellation, rescheduling, or relocation of any scheduled event. ()

1. HOURS OF OPERATION

Doors open for conference attendees at 0730 hrs and close at 1700 hrs, Monday through Friday. POs will brief all attendees not to arrive any earlier than 0700 hrs. Recommended starting time is 0730 for coffee, with the conference starting at 0800 and ending by 1630. Please plan the agenda accordingly.

- A. Coordinate special requirements with the DCC staff at least seven duty days prior to the event to ensure availability to support conference activities.
- B. All conference POs are required to ensure that all attendees have cleared the building NLT 1700 hrs. POs will be the last person out of the building at the end of each conference duty day, and must check with DCC staff prior to leaving. ()
- C. Cancellations must be made two weeks prior to the start of the event. If short notice cancellation or a "no show" occur, then a brief explanation in memorandum form should be addressed to 6 MSG/CD with a courtesy copy to the DCC Director.
- D. POs will contact DCC staff prior to departing and make a quick inspection of facility room(s).

2. FOOD AND BEVERAGE

No food/snacks or beverages of any kind, except capped water are allowed in any conference room with the exception of the CORONA room. ()

- A. Food and beverage service is club catered only. PO should contact the Catering Manager at the O'Club to review services available, 813.837.1031
- B. POs will brief attendees on catered events.
 - i. Announcement to attendees, notifying them of the location of your catered event and if it is all day long or only a morning or afternoon refreshment break.
 - ii. Announcement to attendees, notifying them that your event does not have any refreshment breaks and that there should be no consumption of the refreshment breaks that may be in the common area. Those refreshment breaks are privately hosted events for other meetings.

3. SUPPORT AUGMENTEES

Support augmentees are required to help you provide a quality conference.

- A. At a minimum, one support augmentee is required per every fifty (50) people in attendance. ()
- B. Augmentee duties include but are not limited to: answering phones, taking messages, keeping the lobby picked up, break down room set-up, and assisting with the reset of tables & chairs to prep for the next day events.
- C. The DCC is not manned to provide this support. We will provide training and supervision of the augmentees and lend a helping hand when necessary. Have these individuals at the conference center 0730 the start dy of event or one working day prior to the conference for a short briefing.

4. TELEPHONE AND FACSIMILE

Please pass the following numbers on to your conferees so they can be reached while at the DCC:

Phone messages -	DSN 968-1590	COMM 813-828-1590
Non-secure Facsimile -	DSN 968-7061	COMM 813.828.7061

- A. Phones for DSN and local calls are located in the telephone rooms off the main lobby areas of each floor. There are eighteen (18) telephone carrels located on the first floor, and fourteen (14) telephone carrels located on the second floor for outgoing government official calls only.
- B. Incoming calls are received by the Administrative Desk. All messages will be posted on monitors in the lobby area. Please inform conference attendees to check these monitors on breaks.
- C. STE's are available for secure calls at the Secret level. See a DCC staff member for keying device.
- D. Long Distance calls can be made from the DCC Main Reception Desk. All long distance phone calls must be logged. DCC staff or conference support augmentee will have the phone log available, please ask for assistance.

5. ADMINISTRATIVE EQUIPMENT

All administrative supplies i.e.; copy paper, notepads, etc..., must be provided by the host organization. The conference center is not funded to provide large amounts of administrative supplies to the conferees.

- A. A copier is available for unclassified material. Usage is limited to a maximum of fifty (50) pages per event. Reproduction request for attendees will be directed back to the PO. All requests are approved/disapproved through DCC staff. If more than fifty (50) copies are required, please make arrangements with the Defense Automated Printing Service Office (DAPS).

DAPS can be reached at 813-828-4646.

- B. The Technical Center has ten (10) unclassified computers available in the DCC conference support area for printing, making corrections to briefings, and word processing. Users must run a virus scan on all disks. Please ensure printing of documents is kept to a minimum. These computers have commercial internet access via Road Runner, no log-on or password required.

6. AUDIOVISUAL SUPPORT/EQUIPMENT

- A. Your event will have a DCC Audio Visual Technician available for connectivity the day of the event. All audio-visual equipment will be set-up by the DCC staff. They will brief the PO or support augmentee on basic equipment usage.
- B. The DCC staff will also provide emergency technical support in the case of equipment failure, and modify equipment if required.
- C. DCC Technical Staff is available for on-call support during your entire conference.
- D. The DCC adheres to the AMC standard of PowerPoint, although we can support version 7.0
- E. All equipment must be reserved in advance.
- F. Please ask for assistance when requiring any adjustments to the equipment.
- G. DCC requests that all presentations, i.e., disks/overhead/35mm/videotapes or any other briefing materials, be delivered to the DCC forty-eight (48) hours prior to conference date(s). Please note that the DCC staff is unable to guarantee a smooth run of any briefings and videos that are received at the last minute. ().
- H. PO's and Conference Planners also have the availability of bringing their own laptops for connectivity to the DCC audiovisual system.
- I. All disks brought into the DCC must be scanned for viruses; notify DCC staff if any viruses are detected.
- J. The AV Control Rooms are for authorized personnel only. They are not viewing rooms. Once the A/V data is loaded and the conference has started, please contact DCC staff for access.
- K. Moving of chairs/tables or equipment from one room to another is strictly prohibited. See DCC Staff for assistance.
- L. You are responsible to enforce the fire code by never exceeding the room seating capacity. Seating capacities are posted in all rooms per fire code.

7. GRAPHICS

- A. Deviations in the schedule times must be reported to the conference staff ASAP.
- B. Please provide information i.e. name, rank, title, position, etc., on attending DVs as it becomes available and other user-specific requirements. Should the DVs be flag officers or equivalent, please advise the hosting organization protocol office, i.e. 6 AMW/CCP, CENTCOM and/or SOCOM protocol officers. ().

- C. Name Plates: Nametags can be provided for conferees seated at the head tables. You must provide the names to the DCC Staff five (5) working days in advance of the conference start date. Please ensure all names are spelled correctly and ranks are correct. (8 seats Auditorium /21 seats Corona Room).
- D. Seating Chart: If nametags are ordered, a seating chart must be filled out and returned to the DCC the day before the conference start date. POs must coordinate and designate protocol seating (if required).
- E. Parking signs: Reserved parking signs will be posted for General Officers and civilian equivalents. There are only fifteen (15) reserved parking spaces available. POs must provide a detailed list of all Distinguished Visitors to the DCC staff at least five (5) days prior to start of an event.
- F. Welcome/Conference Folders: Folders are the responsibility of the host organization. Folders may either be placed in the billeting rooms or in the conference rooms. Public Affairs and/or Protocol might be able to help with local MacDill information to be included in your welcome or conference folder. The Tampa Convention and Visitors Bureau (CVB) is another good resource. The CVB can be reached at 813-223-1111, or check out their website <http://www.visittampabay.com>

8. CONFERENCE SECURITY

Classified briefings can be held at the DCC. You will be responsible to familiarize yourself with the appropriate Air Force Instructions, please reference the AFI-31-401 Information Security Program Management. We also encourage all POs to contact their Command SSO for verification of Security Requirements. If the SSO requests a sweep of the meeting space, then please notify the DCC staff immediately so that we can coordinate a time and access to the facility. ().

- A. POs must provide personnel to act as security guards and to verify clearances at conference room access points.
- B. Any requirements for SIPRNET must be requested through the POs Command SSO. A work order will be issued from SSO to the base communications department for installation and activation. Allow three (3) weeks at a minimum for this process.
- C. POs must remain within the DCC during the entire conference period to answer questions or lend assistance to their conferees regarding security awareness.
- D. POs must insure attendees and support personnel have appropriate clearances as well as a need to know.
- E. POs are responsible for safeguarding classified materials throughout the duration of the conference.
- F. NO CLASSIFIED MATERIAL WILL BE STORED IN THE CONFERENCE ROOMS. All classified materials must be removed from the facility at the end of each conference day.
- G. At the end of each conference day, the PO and a DCC staff member will make a security sweep of conference room(s) and facility to clear space of any sensitive material.

9. PARKING

- A. We have fifty (50) parking spaces. All attendees should be directed to park at the O'Club or across the street at the Pier for overflow parking.
- B. Conferences or Events with fifty (50) or more attendees must provide a parking attendant during their conference. Augmentee for parking should plan to arrive at the DCC no later than 0700, for approximately 1 ½ hours. ().
- C. Each event will be allotted a certain amount of parking spaces based on the meeting space they are utilizing.

10. VIP/DV OFFICES

- A. Available for flag/general officers and civilian equivalents only.
- B. Must be reserved in advance.

11. PROTOCOL

POs will need to provide the Protocol Staff all information regarding conferees that are at a rank of colonel or above, including civilian equivalents. These ranks and grades should be passed directly to Protocol. They will assist with the guidelines for handling lodging and transportation arrangements for these Distinguished Visitors. For further information, the protocol staff may be reached at 813-828-2056.

12. LODGING

For further information, contact the MacDill Inn 813-828-4259, ext. 2006.

13. TRANSPORTATION

POs will need to provide the Logistics Readiness Squadron (LRS) with any requirements for staff cars, rental cars, and group transportation (vans and/or Blue Bird Coach Bus) as far in advance as possible. For further information, contact LRS at 813-828-5281.

14. Miscellaneous Information

Shipping & Handling: Any items that you or your attendees will ship to the DCC must be pre-arranged. Pallet or Crate deliveries are PROHIBITED and will be rejected.

Conferences are encouraged to use on-base facilities (Officers' Club, Enlisted Club, Marina Club, and Bay Palms Golf Course clubhouse) for icebreakers, banquets, and working lunches. The following are points of contact:

Officers' Club, 813-837-1031, Beverly Harris - Catering Manager

Bay Palms Golf Course, 813-840-6904, Tracey Stewart

Enlisted Club, 813-828-3357, Christy Kelley - Catering Manager

Coons Creek Outdoor Recreation, 813-828-4982, Debbie Anderson

Group Photos: The base Visual Information support center will provide a photographer and take group photos during duty hours (0730-1630). They will provide negatives to the host project officer. It is your responsibility to work directly with base audiovisual to schedule photographic support. For further information they can be reached at 813-828-3440.

Recreational Activities: MacDill AFB offers many recreational sports and activities including an 18-hole golf course, skeet range, racquetball, bowling alley, tennis courts, swimming pool, water skiing, and a private beach. For more information please review the base website, <http://public.macdill.af.mil>

An executed Project Officer Agreement must be on file with the Davis Conference Center before the start of your event.

****I have been fully briefed and understand all my responsibilities while utilizing the Davis Conference Center, as outlined within this agreement and in the Operation Instruction for the DCC MacDill Instruction 90-200.****

(If POC not located at MacDill AFB, Command Sponsor is required.)

Command Sponsor SIGNATURE: _____

DATE: _____

Print Name: _____

(If POC located on MacDill AFB)

POC SIGNATURE: _____

DATE: _____

Print Name: _____